

AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name Holland Pool Authority	County Ottawa/Allegan
Audit Date June 30, 2004	Opinion Date August 11, 2004	Date Accountant Report Submitted to State: October 10, 2004	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

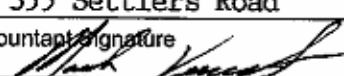
We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ yes ☒ no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ yes ☒ no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☒ yes ☐ no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ yes ☒ no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ yes ☒ no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ yes ☒ no 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ yes ☒ no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ yes ☒ no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ yes ☒ no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

Certified Public Accountant (Firm Name) DeBoer, Baumann & Company, PLC			
Street Address 355 Settlers Road	City Holland	State MI	ZIP 49423
Accountant Signature 			

**HOLLAND AREA COMMUNITY
SWIMMING POOL AUTHORITY**

REPORT FOR

YEAR ENDED JUNE 30, 2004

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Management's Discussion and Analysis
Holland Area Community Swimming Pool Authority

Using this Annual Report

This annual report consists of a series of financial statements. The Government-wide Statements include Statements of Net Assets and the Statement of Activities which provide information about the activities of the Authority as a whole and present a longer-term view of the Authority's finances. Fund financial statements tell how these services were financed in the short term, as well as what remains for future spending. Fund financial statements also report the Authority's operations in more detail than government-wide financial statements. In future years a comparative analysis of government-wide data will be presented when prior year information is available.

The Authority as a Whole

In a condensed format, the table below shows the net assets as of the current date:

	June 30, 2004
Current assets	\$ 1,701,080
Capital assets	11,887,771
Total assets	13,588,851
Long term debt outstanding	8,770,000
Other liabilities	513,957
Total liabilities	9,283,957
Net Assets	
Invested in capital assets – net of debt	2,702,771
Restricted	487,419
Unrestricted	1,114,704
Total Net Assets	\$ 4,304,894

Unrestricted net assets represents the portion of net assets that can be used to finance day to day operations. The current level of unrestricted net assets for our governmental activities stands at \$ 1,114,704, or about 42% of expenditures. This is within the targeted range set by the Authority Board during the last budget process.

The following table shows the changes in net assets for the year ended June 30, 2004:

	June 30, 2004	
Revenues		
Charges for services	\$ 812,408	
Property taxes for general purposes	1,008,299	
Property taxes for debt services	876,170	
Investment earnings	38,861	
Revenue sharing proceeds	29,244	
Total Revenues	2,764,982	
Expenditures		
Pool operations	2,651,071	
Total expenditures	2,651,071	
Change in net assets	\$ 113,911	

The Authority's net assets continue to remain healthy. Total revenues fell by 1% primarily due to a smaller millage levy for debt retirement, however operating revenues did increase. Expenses increased primarily due to increasing energy and insurance costs, however direct comparisons to the previous year are not possible because depreciation was not previously calculated.

The Authority's Funds

Our analysis of the Authority's major funds begins on page 7 following the entity wide financial statements. The fund financial statements provide detailed information about the specific funds, not the Authority as a whole. The Authority Board creates funds to help manage money for specific purposes as well as to show accountability for certain activities such as special property tax millages. The Authority's two funds are the General Fund and the Debt Retirement Fund.

The General fund pays for the day to day operation of the Holland Community Aquatic Center. The Debt Retirement Fund pays for the principal and interest on the Authority's bonded indebtedness.

General Fund Budgetary Highlights

Over the course of the year, the Authority Board amended the budget to take into account events during the year. Differences between the original budget and the final amended budget were \$ 262,800. This amount can be summarized as follows:

Contracted Services \$ 34,300, Purchased Services \$ 15,000, Supplies \$ 10,000, Capital Outlay \$ 200,000, and Fees \$ 3,500.

These budgetary increases were funded by drawing from the available fund balance. At the end of the current fiscal year the unreserved fund balance of the general fund was \$ 1,195,404. At the end of the previous fiscal year the fund balance amounted to \$ 1,376,926. These two figures indicate the fund balance decreased by \$ 181,522. The primary reason for this was the decision by the Authority Board to use fund balance to pay for a series of renovations to the instructional wing of the Aquatic Center.

Debt Service Fund Budgetary Highlights

The Debt service fund ended this fiscal year with a fund balance of \$ 487,419 all of which is restricted for payment of the debt service. The fund balance at the end of the previous fiscal year was \$ 509,372. These figures indicate a slight decrease in the fund balance of \$ 21,953. This decrease was primarily due to the decision of the Authority Board to levy .74 mills for debt retirement, down from .82 mills the previous year. The board felt that the fund balance was at such a level that some of it could be used to make payments on the debt and thus reduce the millage levy.

Capital Asset

The Authority's investment in capital assets as of June 30, 2004 amounts to \$ 13,776,279. This investment includes land, buildings, improvements, machinery and equipment.

Improvements during the year included replacement of filter systems, domestic water heater replacement, shower plumbing replacement, and related renovations of plumbing and electrical systems at a combined cost of approximately \$ 250,000.

Long Term Debt

At the end of the current fiscal year, the Authority had a total bonded debt outstanding of \$ 9,185,000. The Authority's debt decreased by \$ 395,000 during the current fiscal year as bonds due this year were paid off.

Economic Factors and Next Year's Budgets and Rates

The Authority's budget for the year ended June 30, 2005 was developed with the knowledge that the present voted operating millage of .85 mills may be rolled back slightly due to the Headlee amendment. It also assumes a growth in taxable value across the Authority of 2.5%. The expenses of the Authority are expected to increase as costs for utilities, labor, and especially health insurance premiums rise. As the Aquatic Center facility ages, we also expect that costs for maintaining the facility will dramatically increase due to necessary replacement of equipment as it reaches the useful end of its life expectancy.

As discussed above, it is anticipated that the Authority will evaluate the need for possible increases in fees charged for services, cost saving measures, as well as continual analysis of the amount of assets held in fund balance.

Contacting the Authority's Management

This financial report is intended to provide our citizens, taxpayers, customers and investors with a general overview of the Authority's finances and to show the Authority's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Executive Director at the business office of Holland Community Aquatic Center, 550 Maple Ave., Holland MI 49423.

INDEPENDENT AUDITORS' REPORT

**Board of Directors
Holland Area Community Swimming Pool Authority
Holland, Michigan**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Holland Area Community Swimming Pool Authority as of and for the year ended June 30, 2004, which collectively comprise the Holland Area Community Swimming Pool Authority's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Pool Authority's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the Holland Area Community Swimming Pool Authority as of June 30, 2004 and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Pool Authority has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, as of June 30, 2004.

The management's discussion and analysis and budgetary comparison information on pages i - iv and 23, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding

the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued a report dated August 11, 2004 on our consideration of the Holland Area Community Swimming Pool Authority's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit in accordance with *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Holland Area Community Swimming Pool Authority's basic financial statements. The accompanying information identified in the table of contents as other supplemental information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

DE BOER, BAUMANN & COMPANY, P.L.C.

De Boer, Baumann & Company, P.L.C.

Certified Public Accountants

Holland, Michigan

August 11, 2004

**REPORT ON COMPLIANCE AND ON INTERNAL
CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Board of Directors
Holland Area Community Swimming Pool Authority
Holland, Michigan**

We have audited the basic financial statements of Holland Area Community Swimming Pool Authority as of and for the year ended June 30, 2004, and have issued our report thereon dated August 11, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Holland Area Community Swimming Pool Authority's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Holland Area Community Swimming Pool Authority in a separate letter dated August 11, 2004.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Holland Area Community Swimming Pool Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that

might be material weaknesses. A material weakness is a condition in which the designed operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over the financial reporting that we have reported to management of the Holland Area Community Swimming Pool Authority in a separate letter dated August 11, 2004.

This report is intended solely for the information and use of the audit committee, management and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

DE BOER, BAUMANN & COMPANY, P.L.C.

De Boer, Baumann & Company, P.L.C.

Certified Public Accountants
Holland, Michigan
August 11, 2004

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
STATEMENT OF NET ASSETS
JUNE 30, 2004

	<u>Governmental Activities</u>
ASSETS	
CURRENT ASSETS	
Cash on Hand	\$ 1,167
Cash in Bank	168,556
Investments	1,531,345
Due From Other Governmental Units	<u>12</u>
TOTAL CURRENT ASSETS	<u>1,701,080</u>
NON CURRENT ASSETS	
Land	10,000
Buildings	13,474,270
Furniture, Fixtures and Equipment	<u>292,009</u>
Total	13,776,279
Less: Accumulated Depreciation	<u>(1,888,508)</u>
TOTAL NONCURRENT ASSETS	<u>11,887,771</u>
TOTAL ASSETS	<u>\$ 13,588,851</u>
LIABILITIES	
CURRENT LIABILITIES	
Accounts Payable	\$ 18,257
Interest Payable	80,700
Current Portion of Bonds Payable	<u>415,000</u>
TOTAL CURRENT LIABILITIES	<u>513,957</u>
LONG-TERM LIABILITIES	
Bonds Payable, net of current portion	<u>8,770,000</u>
NET ASSETS	
Invested in Capital Assets, net of related debt	2,702,771
Restricted for Debt Service	487,419
Unrestricted	<u>1,114,704</u>
TOTAL NET ASSETS	<u>4,304,894</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 13,588,851</u>

See accompanying notes to financial statements.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2004

		<u>Program Revenues</u>	
<u>Functions/Programs</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u>
Primary Government:			
Governmental Activities:			
Pool Operations	\$ 2,651,071	\$ 812,408	\$ (1,838,663)
 General Revenues:			
Taxes			
Property Taxes, levied for general purposes			1,008,299
Property Taxes, levied for debt services			876,170
State of Michigan Revenue Sharing Proceeds			29,244
Unrestricted Investment Earnings			38,861
Subtotal, General Revenues			<u>1,952,574</u>
 Change in Net Assets			 113,911
Net Assets - beginning of year			<u>4,190,983</u>
Net Assets - end of year			<u>\$ 4,304,894</u>

See accompanying notes to financial statements.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2004

	General Fund	Debt Retirement Fund	Totals
ASSETS			
Cash on Hand	\$ 1,167	\$ -	\$ 1,167
Cash in Bank	39,051	129,505	168,556
Investments	1,177,601	353,744	1,531,345
Due from Other Governmental Units	12	-	12
Due from Other Funds	<u>163</u>	<u>4,333</u>	<u>4,496</u>
TOTAL ASSETS	<u>\$ 1,217,994</u>	<u>\$ 487,582</u>	<u>\$ 1,705,576</u>
LIABILITIES AND FUND BALANCES			
LIABILITIES			
Accounts Payable	\$ 18,257	\$ -	\$ 18,257
Due to Other Funds	<u>4,333</u>	<u>163</u>	<u>4,496</u>
TOTAL LIABILITIES	<u>22,590</u>	<u>163</u>	<u>22,753</u>
FUND BALANCES			
Reserved for Debt Retirement	-	487,419	487,419
Unreserved	<u>1,195,404</u>	<u>-</u>	<u>1,195,404</u>
TOTAL FUND BALANCES	<u>1,195,404</u>	<u>487,419</u>	<u>1,682,823</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 1,217,994</u>	<u>\$ 487,582</u>	<u>\$ 1,705,576</u>

See accompanying notes to financial statements.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
BALANCE SHEET - GOVERNMENTAL FUNDS (CONTINUED)
JUNE 30, 2004

Total Governmental Fund Balances **\$ 1,682,823**

Amounts reported for governmental activities in the statement
of net assets are different because:

Capital Assets used in governmental activities are not
financial resources and are not reported in the funds

Cost of Capital Assets	13,776,279	
Accumulated Depreciation	<u>(1,888,508)</u>	11,887,771

Long term liabilities are not due and payable in the
current period and are not reported in the funds

Bonds Payable	(9,185,000)
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Accrued interest is not included as a liability in governmental funds	<u>(80,700)</u>
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Net Assets of Governmental Activities **\$ 4,304,894**

See accompanying notes to financial statements.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2004

	General Fund	Debt Retirement Fund	Totals
REVENUES			
Local Sources			
Property Taxes	\$ 958,375	\$ 835,066	\$ 1,793,441
Other Taxes	49,924	41,104	91,028
Interest Income	33,420	9,242	42,662
Unrealized Gain (Loss)	(3,801)	-	(3,801)
Rentals	129,640	-	129,640
Instructional	138,112	-	138,112
Open Swim	257,309	-	257,309
Membership Revenue	263,061	-	263,061
Concession Revenue	9,277	-	9,277
Merchandise Revenue	4,866	-	4,866
Other	10,143	-	10,143
State Sources			
Revenue Sharing Proceeds	29,244	-	29,244
Total Revenues	<u>1,879,570</u>	<u>885,412</u>	<u>2,764,982</u>
EXPENDITURES			
Contracted Services	1,235,030	-	1,235,030
Purchased Services - Maintenance/Repair	63,192	-	63,192
Purchased Services - Other	38,801	-	38,801
Supplies - Maintenance and Chemicals	38,539	-	38,539
Supplies - Other	30,557	-	30,557
Dues and Fees	7,762	-	7,762
Travel/Conferences/Training	7,843	-	7,843
Phone/Utilities/Insurance/Advertising	372,599	-	372,599
Other Miscellaneous Expense	14,823	-	14,823
Capital Outlay	251,946	-	251,946
Redemption of Serial Bonds	-	395,000	395,000
Interest on Bonded Debt	-	512,345	512,345
Paying Agent Fees and Other	-	20	20
Total Expenditures	<u>2,061,092</u>	<u>907,365</u>	<u>2,968,457</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(181,522)	(21,953)	(203,475)
FUND BALANCE - JULY 1,	<u>1,376,926</u>	<u>509,372</u>	<u>1,886,298</u>
FUND BALANCE - JUNE 30,	<u>\$ 1,195,404</u>	<u>\$ 487,419</u>	<u>\$ 1,682,823</u>

See accompanying notes to financial statements.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL
FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2004

Net Change in Fund Balances - Total Governmental Funds **\$ (203,475)**

Amounts reported for governmental activities in
the statement of activities are different because:

Governmental funds report capital outlay as expenditures;
in the statement of activities, these costs are allocated
over their estimated useful lives as depreciation.

Depreciation Expense	\$ (314,115)	
Capital Outlay	<u>231,810</u>	(82,305)

Accrued interest is recorded in the statement of activities when incurred; it is not reported in governmental funds until paid.	4,691
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Repayments of bond principal is an expenditure in the governmental funds, but not in the statement of activities.	<u>395,000</u>
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Change in Net Assets of Governmental Activities	<u>\$ 113,911</u>
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See accompanying notes to financial statements.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Holland Area Community Swimming Pool Authority is involved with the ownership and operation of a community swimming pool.

The financial statements of the Holland Area Community Swimming Pool Authority have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

In June 1999, the GASB issued Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. Certain of the significant changes in the Statement include the following:

A Management Discussion and Analysis (M D & A) section providing an analysis of the Authority's overall financial position and results of operations.

Financial statements prepared using full accrual accounting for all of the Authority's activities.

A change in the fund financial statement to focus on major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements). The Authority also implemented GASB #33, *Accounting and Financial Reporting for Non-exchange Transactions*. The pronouncement defines revenue recognition for non-exchange transactions at the fund and governmental levels.

A. Reporting Entity

The Holland Area Community Swimming Pool Authority is formed for all purposes permissible under Act No. 425, Public Acts of Michigan, 1994, as amended including but not limited to the ownership and/or operation of a community swimming pool. The following participating municipalities have adopted resolutions providing for the establishment of and the municipality's participation in the Holland Area Community Swimming Pool Authority: City of Holland, Holland Charter Township, Park Township, and Laketown Township.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

B. Basic Financial Statements

Government Wide Statements

The Authority's basic financial statements include both government-wide (reporting the Authority as a whole) and fund financial statements (reporting the Authority's major funds). The government-wide financial statements categorize primary activities as either governmental or business type. All of the Authority's activities are classified as governmental activities. Fiduciary funds are excluded from the government-wide financial statements. The Authority currently does not have any Fiduciary funds.

In the governmental-wide Statement of Net Assets, the governmental activities are presented on a consolidated basis and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Authority's net assets are reported in three parts, invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets.

The Authority first utilizes restricted resources to finance qualifying activities.

Amounts reported as program revenue include (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions. Internally dedicated resources are reported as general revenue rather than as program revenue. Likewise, general revenue includes all taxes and unrestricted State aid.

The net costs (by function) are normally covered by general revenue (property taxes, state sources, federal sources and interest income).

The Authority does not allocate indirect costs. In creating the government-wide financial statements the Authority has eliminated interfund transactions.

This governmental-wide focus is more on the sustainability of the Pool Authority as an entity and the change in the Pool Authority's net assets resulting from current year's activities.

Fund Financial Statements

The Authority uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain Pool functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into two categories: governmental and fiduciary.

Included in the financial statements are:

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basic Financial Statements (Continued)

Governmental Funds:

Major Governmental Funds:

General Fund - Accounts for all revenues and expenditures except those required to be accounted for in other funds.

Debt Retirement Fund - Accounts for receipt of funds and payment of interest, principal, and other expenses on long-term bonded debt.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurements made, regardless of the measurement focus applied.

Accrual

Governmental activity in the government-wide financial statements is presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when both measurable and available.

"Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For the Pool Authority, available means expected to be received within sixty days of the fiscal year-end.

Expenditures are generally recognized when the fund liability is incurred. The exception to this general rule is that principal and interest on general long-term debt is recognized when due.

D. Investments

Investments are stated at market value.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" and "due to other funds" on the balance sheet.

F. Unemployment Taxes

The Pool Authority contracts its labor from the School District of the City of Holland which has elected the reimbursement method for the payment of Michigan Unemployment Taxes. The amount of reimbursement which the Pool Authority may have to pay is indeterminable at the balance sheet date, and accordingly, no provision is included in the financial statements. It is not anticipated that any payment would have a material effect upon the financial statements.

G. Accumulated Sick Leave, Vacation Liability and Retirement Compensation

No liability has been established for accumulated sick leave, vacation and retirement compensation, since the Authority has no employees. The Authority contracts its labor from the School District of the City of Holland.

H. Net Assets/Fund Balance

Reserves represent those portions of fund balance/net assets not appropriable for expenditure or legally segregated for a specific future use.

I. Capital Assets

The Authority has adopted a capitalization policy that considers individual items with a value greater than \$ 5,000 as capital assets.

Capital assets purchased or acquired are capitalized at historical cost or estimated historical cost. Donated fixed assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets.

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as follows:

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

I. Capital Assets (Continued)

Buildings and additions	15-50 years
Furniture, Fixtures and Equipment	5-15 years

Other accounting policies are disclosed as appropriate in other notes to the financial statements.

J. Legal and Budgetary Requirements

The Michigan Uniform Budgeting and Accounting Act requires the establishment of the General Fund with an annual budget adopted by the Board at the beginning of the fiscal year.

State law requires operation under a balanced budget and budgetary control to the functional, activity or line item level as defined in the Uniform Budgeting and Accounting Act. The general fund and debt retirement fund budget figures in the accompanying financial statements have been reported on an activity basis and reflect approved amendments made during the year.

The budgets are prepared, controlled, and approved by the Board of the Authority.

The Authority uses the following procedures in establishing the budgetary data reflected in the financial statements:

- a. Starting in the spring, the Director of the Authority establishes a proposed operating budget for the fiscal year commencing the following July 1.
- b. Prior to June 30, a preliminary appropriations budget is adopted by the Board for the subsequent fiscal year to comply with State of Michigan regulations.
- c. Budgets for the General Fund and Debt Retirement Fund are adopted on a basis consistent with generally accepted accounting principles. Budgeted amounts are as originally adopted or as amended by the Board on various dates. Individual amendments were not material in relation to the original appropriations, which were amended.

Once a budget is approved, it can be amended at the Function and Fund level only by approval of a majority of the members of the Board. Amendments are presented to the Board at their regular meetings. Each amendment must have Board approval. Such amendments are made before the fact, and are reflected in the official minutes of the Board and are not made after fiscal year-end as dictated by law.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Legal and Budgetary Requirements (Continued)

The final amended budget was approved by the Board on June 16, 2004 for the General Fund. No amendments were made to the Debt Retirement Fund budget which was originally approved on April 16, 2003.

K. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

NOTE 2: CASH AND INVESTMENTS

Balances at June 30, 2004 relating to cash in bank and investments are detailed on the combined balance sheets as follows:

	<u>Financial Statements</u>	<u>Totals Per Bank/Investment Balance</u>
Cash in Bank	\$ 168,556	\$ 169,585
Investments	<u>1,531,345</u>	<u>1,530,994</u>
Totals	<u>\$ 1,699,901</u>	<u>\$ 1,700,579</u>

The difference in the financial statement balances and the bank balances is due to outstanding checks and deposits in transit at June 30, 2004. Cash in bank consists of checking accounts of which \$ 100,000 was covered by federal depository insurance. At June 30, 2004, the Pool's uninsured cash in bank balance totals \$ 69,585.

The Authority is authorized to invest in the following: bonds, bills or notes of the United States; obligations fully guaranteed by the United States; obligations of the State; certificates of deposit issued by banks and savings and loan associations which are insured with the applicable federal agency; commercial paper rated prime and maturing not more than 270 days after date of purchase; bankers' acceptances issued by a bank that is a member of FDIC; investment pools that are composed entirely of instruments that are legal for direct investment by the Authority.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 2: CASH AND INVESTMENTS (CONTINUED)

The Authority includes certificates of deposit and savings accounts in "Investments" on the Balance Sheet.

At June 30, 2004, \$ 1,530,994 of the Bank/Investment Balance includes \$ 914,957 which is invested in a Greenleaf Trust portfolio made up of \$ 711,743 invested in Certificates of Deposit at various banks all held at Greenleaf Trust; \$ 196,140 is invested in various US Government Agency Bonds and the remaining \$ 7,074 is invested in various Money Market Funds all held at Greenleaf Trust which are uninsured and uncollateralized. In addition, \$ 262,294 is invested in a savings account and \$ 353,744 is invested in a Certificate of Deposit at the Bank of Holland all of which is uninsured and uncollateralized.

The Composition of Investments follows:

	<u>Cost</u>	<u>Fair Value</u>
General Fund		
Greenleaf Trust Investments	\$ 918,758	\$ 915,307
Bank of Holland – Certificate of Deposit	353,744	353,744
Bank of Holland – Savings Account	<u>262,294</u>	<u>262,294</u>
TOTALS	<u>\$ 1,534,796</u>	<u>\$ 1,531,345</u>

NOTE 3: INTERFUND RECEIVABLES AND PAYABLES

DUE FROM OTHER FUNDS

General Fund Due From		
Debt Retirement Fund	\$	163
Debt Retirement Fund Due From		
General Fund		<u>4,333</u>
Total		<u>\$ 4,496</u>

DUE TO OTHER FUNDS

Debt Retirement Fund Due To		
General Fund	\$	163
General Fund Due To		
Debt Retirement Fund		<u>4,333</u>
Total		<u>\$ 4,496</u>

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 4: DUE FROM OTHER GOVERNMENTAL UNITS

This amount consists of amounts due from the following governmental units:

General Fund	
Holland Public Schools	\$ <u>12</u>

NOTE 5: CAPITAL ASSETS

A summary of changes in Governmental capital assets follows:

	<u>Balance 7/01/03</u>	<u>Additions</u>	<u>Disposals and Adjustments</u>	<u>Balance 6/30/04</u>
Assets not Being				
Depreciated - Land	\$ 10,000	\$ -	\$ -	\$ 10,000
Other Capital Assets:				
Buildings	13,274,270	200,000	-	13,474,270
Furniture and Equipment	260,199	31,810	-	292,009
Subtotal	<u>13,534,469</u>	<u>231,810</u>	<u>-</u>	<u>13,766,279</u>
Accumulated Depreciation:				
Buildings	1,500,095	284,052	-	1,784,147
Furniture and Equipment	74,298	30,063	-	104,361
Subtotal	<u>1,574,393</u>	<u>314,115</u>	<u>-</u>	<u>1,888,508</u>
Net Other Capital Assets	<u>11,960,076</u>	<u>(82,305)</u>	<u>-</u>	<u>11,877,771</u>
Net Capital Assets	<u>\$ 11,970,076</u>	<u>\$ (82,305)</u>	<u>\$ -</u>	<u>\$ 11,887,771</u>

Depreciation for fiscal year ended June 30, 2004 amounted to \$ 314,115, and is allocated directly to Pool Operations.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 6: GENERAL LONG-TERM DEBT

The following is a summary of changes in long-term debt for the year ended June 30, 2004:

	<u>Bonds</u>
Balance – July 1, 2003	\$ 9,580,000
Bond Payments	<u>395,000</u>
Balance – June 30, 2004	<u>\$ 9,185,000</u>

General long-term debt consists of the following:

1997 Bond Issue	<u>\$ 9,185,000</u>
-----------------	---------------------

Bonds payable consists of the following:

\$ 11,250,000 – 1997 General Obligation Bond issue consisting of \$ 7,485,000 serial bonds due in installments of \$ 150,000 to \$ 690,000 in the years 1998 through 2014 with interest of 5.125% to 7.125% and \$ 3,765,000 term bonds due in installments of \$ 725,000 to \$ 760,000 in the years 2015 through 2019 with interest of 5.125%.

\$ 9,185,000

**Current Portion
Long-Term Debt**

415,000
\$ 8,770,000

Maturities of bonds payable are as follows:

	<u>Principal</u>	<u>Interest</u>
2005	\$ 415,000	\$ 484,202
2006	440,000	454,633
2007	465,000	426,916
2008	490,000	403,081
2009	520,000	377,969
2010-2014	3,090,000	1,457,550
2015-2019	3,765,000	582,106

Interest expense on bonded debt for the year ended June 30, 2004 was \$ 512,345, as reported in the fund financial statements (modified accrual). Interest expense on the government wide statements (full accrual) for the year ended June 30, 2004 is allocated directly to pool operations in the amount of \$ 507,654.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 7: PROPERTY TAXES

Property taxes are recorded as revenue in the General Fund and Debt Retirement Fund in the year in which they are due. Properties are assessed as of December 31 and the related property taxes are levied and become a lien on July 1. The final collection date is February 28, after which uncollected taxes are added to the County tax rolls.

	<u>Total Collected</u>	<u>Summer Taxes</u>	<u>Winter Taxes</u>
City of Holland	\$ 773,811	100% due August 15	0% due February 15
Holland Township	35,396	50% due September 15	50% due February 15
Laketown Township	87,406	50% due September 15	50% due February 15
Park Township	61,762	50% due September 15	50% due February 15
	<u>\$ 958,375</u>		

Property Taxes are recorded as revenue in the Debt Retirement Fund in the year in which they are due. The total amount received is as follows:

City of Holland	\$ 674,390	100% due August 15	0% due February 15
Holland Township	30,814	50% due September 15	50% due February 15
Laketown Township	76,094	50% due September 15	50% due February 15
Park Township	53,768	50% due September 15	50% due February 15
	<u>\$ 835,066</u>		

NOTE 8: COMMITMENTS

The Pool Authority Board has authorized the construction of an additional parking lot and a lease relationship with Holland Community Hospital at the April 21, 2004 board meeting. No contracts had been entered into at June 30, 2004.

NOTE 9: RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The Authority carries commercial insurance for all the above mentioned types of risks of loss including general, property damage, employee health and accident insurance, and workers' compensation. Settled claims have not exceeded the commercial coverage in the prior three years.

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 10: CONTINGENCIES

The 1997 Community Swimming Pool Building and Site Bonds have a final arbitrage payment that is not due until 2006. Based upon recent calculations, it is estimated that the liability could be as much as \$ 6,500. The final payment is contingent on a calculation that will be done on September 19, 2006 and on the number of bonds outstanding at that time. A provision for this possible liability has not been included in these financial statements. Management believes that based upon recent changes in the economy and financial markets and the possibility of refinancing these bonds, it is likely that there will be no arbitrage liability due in the future.

REQUIRED SUPPLEMENTAL INFORMATION

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY

GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL YEAR ENDED JUNE 30, 2004

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES				
Local Sources	\$ 1,831,376	\$ 1,831,376	\$ 1,850,326	\$ 18,950
State Sources	29,000	29,000	29,244	244
Total Revenues	<u>1,860,376</u>	<u>1,860,376</u>	<u>1,879,570</u>	<u>19,194</u>
 EXPENDITURES				
Contracted Services	1,202,500	1,236,800	1,235,030	1,770
Purchased Services - Maintenance	59,650	69,650	63,192	6,458
Purchased Services - Other	35,600	40,600	38,801	1,799
Supplies - Maintenance and Chemicals	39,425	39,425	38,539	886
Supplies - Other	19,900	29,900	30,557	(657)
Dues and Fees	4,700	8,200	7,762	438
Travel/Conferences/Training	8,000	8,000	7,843	157
Phone/Utilities/Insurance/Advertising	410,700	410,700	372,599	38,101
Other Miscellaneous Expense	17,500	17,500	14,823	2,677
Capital Outlay	62,000	262,000	251,946	10,054
Total Expenditures	<u>1,859,975</u>	<u>2,122,775</u>	<u>2,061,092</u>	<u>61,683</u>
 EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	401	(262,399)	(181,522)	80,877
 FUND BALANCE - JULY 1,	<u>1,376,926</u>	<u>1,376,926</u>	<u>1,376,926</u>	<u>-</u>
 FUND BALANCE - JUNE 30,	<u>\$ 1,377,327</u>	<u>\$ 1,114,527</u>	<u>\$ 1,195,404</u>	<u>\$ 80,877</u>

See accompanying notes to financial statements.

OTHER SUPPLEMENTAL INFORMATION

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
SCHEDULE OF BONDED INDEBTEDNESS
1997 BUILDING AND SITE BONDS
JUNE 30, 2004

<u>Due Date</u>	<u>Interest Rate</u>	<u>Bond Principal</u>		<u>Interest Due</u>
		<u>Issued</u>	<u>Redeemed</u>	
5/1/98	7.125%	\$ 150,000	\$ 150,000	\$ 631,333
5/1/99	7.125	225,000	225,000	620,646
5/1/00	7.125	265,000	265,000	604,614
5/1/01	7.125	305,000	305,000	585,733
5/1/02	7.125	350,000	350,000	564,002
5/1/03	7.125	375,000	375,000	539,064
5/1/04	7.125	395,000	395,000	512,346
5/1/05	7.125	415,000	-	484,202
5/1/06	6.300	440,000	-	454,633
5/1/07	5.125	465,000	-	426,913
5/1/08	5.125	490,000	-	403,081
5/1/09	5.125	520,000	-	377,969
5/1/10	5.125	550,000	-	351,319
5/1/11	5.125	585,000	-	323,131
5/1/12	5.125	615,000	-	293,150
5/1/13	5.125	650,000	-	261,631
5/1/14	5.125	690,000	-	228,319
5/1/15	5.125	725,000	-	192,956
5/1/16	5.125	760,000	-	155,800
5/1/17	5.125	760,000	-	116,500
5/1/18	5.125	760,000	-	77,900
5/1/19	5.125	760,000	-	38,950
Totals		\$ 11,250,000	\$ 2,065,000	\$ 8,244,192

Purpose:

Constructing, relocating, remodeling, furnishing and equipping an expansion, improvement and alteration of the existing swimming pool, athletic facility and athletic field.

Types and Dollar Amount of Bonds:

Current Interest (Serial) Bonds	\$ 7,485,000
Current Interest (Term) Bonds	3,765,000
Mandatory Redemption	\$ 11,250,000

The Bonds maturing on May 1, 2016 and May 1, 2019 are term bonds subject to mandatory redemption, in part, by lot, on the redemption dates and in the principal amounts set forth below.

Term Bond Due May 1, 2016

Redemption Dates	Principal Amounts
May 1, 2015	\$ 725,000
May 1, 2016 (Maturity)	760,000

Term Bond Due May 1, 2019

Redemption Dates	Principal Amounts
May 1, 2017	\$ 760,000
May 1, 2018	760,000
May 1, 2019 (Maturity)	760,000

HOLLAND AREA COMMUNITY SWIMMING POOL AUTHORITY
PROPERTY TAX DATA
YEAR ENDED JUNE 30, 2004

<u>Year Levied</u>	<u>Levy</u>	<u>Collections</u>	<u>Adjustments</u>	<u>Balance June 30, 2004</u>
<u>General Fund</u>				
2004	\$ 958,375	\$ 958,375	\$ -	\$ -
2003	921,844	921,844	-	-
2002	892,558	892,558	-	-
2001	831,609	831,609	-	-
2000	<u>542,605</u>	<u>542,605</u>	<u>-</u>	<u>-</u>
TOTALS	<u>\$ 4,146,991</u>	<u>\$ 4,146,991</u>	<u>\$ -</u>	<u>\$ -</u>
<u>Debt Retirement Fund</u>				
2004	\$ 835,066	\$ 835,066	\$ -	\$ -
2003	893,174	893,174	-	-
2002	925,909	925,909	-	-
2001	880,528	880,528	-	-
2000	<u>909,542</u>	<u>909,542</u>	<u>-</u>	<u>-</u>
TOTALS	<u>\$ 4,444,219</u>	<u>\$ 4,444,219</u>	<u>\$ -</u>	<u>\$ -</u>

August 11, 2004

Board of Directors
Holland Area Community Swimming Pool Authority
Holland, Michigan

We have audited the financial statements of Holland Area Community Swimming Pool Authority for the year ended June 30, 2004 and have issued our reports thereon dated August 11, 2004.

In planning and performing our audit of Holland Area Community Swimming Pool Authority we considered its internal control structure as required by SAS No. 78, "Consideration of Internal Control in a Financial Statement Audit: An Amendment to SAS No. 55", *Government Auditing Standards*, in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure. We did not become aware of any conditions that we believe to be material weaknesses.

In connection with our audit of the financial statements of Holland Area Community Swimming Pool Authority, we observed day-to-day operations and wish to offer the following suggestions and comments:

BUDGET

The Uniform Budgeting and Accounting Act stipulates that expenditures may not exceed the amount budgeted. For the year ended June 30, 2004 there were expenditures in excess of budgeted amounts in the following area: **General Fund – Supplies-Other**. We commend the Board for continuing to review and amend the budget periodically in order to comply with the Uniform Budgeting and Accounting Act.

INTERFUND PAYABLE

During the course of the audit, it was noted that a June 30, 2002 interfund payable of \$ 162.50 between the General Fund and the Debt Retirement Fund had still not been paid. Interfund payables should be paid on a timely basis for accurate cash flow and reporting purposes. It is our recommendation that the Pool Director contact representatives from its accounting service to insure that these payments are processed.

This report is intended solely for the information and use of the Board of Directors, management and others within the organization. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

If you wish to discuss any of these suggestions in detail or if we can be of any further assistance with implementing any of the above suggestions please contact us.

DE BOER, BAUMANN & COMPANY, P.L.C.

De Boer, Baumann & Company, P.L.C.

Certified Public Accountants
Holland, Michigan
August 11, 2004